

## 5430POL Adult and DW Incentive Payments

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To ensure Olympic Workforce Development Council (OWDC) policy compliance, this policy provides clarification and guidance of Workforce Innovation and Opportunity Act (WIOA) Title I-B Adult and Dislocated Worker funds for incentive payments.

1. **Incentive payments to WIOA Title I Adult and Dislocated Worker participants are permitted for recognition and achievement directly tied to training and work experiences.** Subrecipients must ensure the incentive payments are:
  - a. Awarded in recognition and achievement directly tied to training activities or work experiences;
  - b. Tied to participant goals expressly determined in the Individual Participant Plan;
  - c. Outlined in a written, local policy prior to the start date of training programs or work experiences that might provide incentive payments;
  - d. Aligned with other WIOA Title I program policies; and
  - e. Provided in accordance with the requirements and cost principles in 20 CFR part 200.
2. **All incentive payments are contingent on fund availability.**
3. **Participants may receive up to \$500 in incentives per program year.**
  - **Recognized achievement or milestones of program training or work experience may include improvements marked by acquisition of a credential or other successful outcomes.**
    - i. Successful Measurable Skills Gain - \$50.
    - ii. Earned an industry-recognized credential - \$100.
    - iii. Completed successful on-the-job training - \$100.
    - iv. Completion of a Work Experience (WEX) - \$100.
4. **Internal controls must be established to safeguard any cash or other forms of payment used to award incentive payments, such as gift cards or gift certificates.**
  - The following are NOT allowable milestones.
    - i. Recruitment purposes
    - ii. Returning eligibility documentation to the case manager.
  - The following are NOT allowable incentive payments methods.
    - i. Entertainment costs, such as:
      1. Movie or sporting event tickets
      2. Gift cards to movie theaters
      3. Other venues whose sole purpose is entertainment.
5. **Total amount of incentive payments in any single program year may not exceed the total line-item budget expenditure, if any, cited in the subrecipients contract. Exceptions to any incentive payment line-item budget expenditure in the subrecipient contract are not permitted.**
6. **Documentation and Data Entry Requirements.**

- Full WIOA Registration – a full WIOA Title I eligibility determination and enrollment into a WIOA Title I program is required to receive an incentive payment.
  - Justification – Subrecipients must document the justification for each participant who receives an incentive payment. This justification must include:
    - i. The business case for the incentive payment’s contribution to the participant’s success, and
  - Data entry requirements – information regarding the incentive payment must be entered into the statewide Management Information System (MIS).
    - i. A case note documenting the incentive payment justification and details of the incentive provided must be entered into the system.
    - ii. Expenditure records of incentives payments must be uploaded to the corresponding service recorded in the system.
    - iii. Documentation of achievement prior to dispensing the incentive to participant. Documentation may include, but are not limited to
      - 1. Recognized Credential
      - 2. Quarter grade printout
      - 3. Pay Stubs, timesheets, or supervisor letter of documented attendance.
    - iv. All documentation must be the final signed and dated forms, purchase orders, receipts, etc.
7. **WIOA Title I Adult and Dislocated Worker incentive funds require OWDC Program Supervisor or Program Analyst approval prior to allocation of funds towards incentive payments.** Therefore, Adult and Dislocated Worker Subrecipients are required to provide a completed [WIOA Incentive Payment Request](#) Cognito form or the PDF version available in attachments (5430ATT WIOA Incentive Payment Request Form).
- Completed WIOA Incentive Payment Request forms need to be submitted to the OWDC.
  - The OWDC will notify subrecipients of approval or denial in writing.

## REFERENCES

Allowable Costs and Cost Principles, WIOA Final Regulations, [20 CFR 683.200\(b\)\(2\)](#)  
 Are incentive payments to youth permitted? WIOA Final Regulations, [20 CFR 681.640](#).  
 Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and WP. Training and Employment  
 Guidance Letter ([TEGL 19-16](#)).  
 Incentive Payments to WIOA Title I Participants, [Worksource System Policy 5621 \(Rev4\)](#)  
 OWDC Case Note Policy, 5210POL  
 OWDC Records and Documentation Retention Policy, 1600POL  
 Participant Support Costs, OMB Uniform Guidance, [2 CFR 200.456](#)  
 Youth Formula Program Guidance, Training and Employment Guidance Letter, [TEGL 21-16, Change1](#).